

# Los Angeles Youth Jobs Program Technical Assistance (TA) Participant File Checklist

<b>Agency Name:</b>	
<b>Name of Youth:</b>	<b>Enrollment Date:</b> <b>Job Placement Date:</b> <b>Funding Source:</b> <b>Carryover Youth:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

GENERAL ELIGIBILITY					COMMENTS	
<b>Criteria</b>	<b>Documentation</b>	<b>Comments</b>		Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No Notes:		
<b>Birth Date/Age*</b>						
* For youth under 18: Is the Work Permit included in the file? <input type="checkbox"/> Yes <input type="checkbox"/> No Did the Parent/Guardian sign the Application? <input type="checkbox"/> Yes <input type="checkbox"/> No						
WORK PERMIT						
	<b>Start Date</b>	<b>End Date</b>		<b>Work Experience timeframe falls within Work Permit issue dates</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Notes:	
<b>Time frame</b>						
RIGHT TO WORK – I-9 FORM <i>(Document must be double-sided)</i>						
<input type="checkbox"/> <b>LIST A</b> <input type="checkbox"/> US Passport <b>OR</b> <input type="checkbox"/> Perm. Resident Card <input type="checkbox"/> Other: <input type="checkbox"/> <b>LIST B</b> <input type="checkbox"/> CA ID Card <b>OR</b> <input type="checkbox"/> CA Driver License <input type="checkbox"/> Other: <b>AND</b> <input type="checkbox"/> <b>LIST C</b> <input type="checkbox"/> SSN Card <b>OR</b> <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Other:					Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No Notes:	
PERSONAL ENRICHMENT TRAINING						
<b>TIME SHEET SIGNED &amp; DATED</b> <input type="checkbox"/> Yes <input type="checkbox"/> No				<b>Number of hours Completed</b> _____		
CALWORKS ELIGIBLE YOUTH POPULATIONS (A OR B)						
(A) Eligibility Determined by DPSS Data Dump						
<b>DPSS Data Dump Verification</b>				<b>Documentation Provided</b>		
DPSS Data Dump Screen Print Out				<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>OR</b>						
(B) Eligibility Verified-Walk-In's						
<b>Verification Documentation</b>				<b>Documentation Provided</b>		
Confidential Verification Sheet				<input type="checkbox"/> Yes <input type="checkbox"/> No		
FOSTER ELIGIBLE YOUTH POPULATIONS						
<b>Verification Documentation</b>				<b>Documentation Provided</b>		
<input type="checkbox"/> Current letter from the Department of Children and Family Services (DCFS) for CURRENT Foster Youth <b>OR</b> <input type="checkbox"/> Court documents <b>OR</b> <input type="checkbox"/> Official letters from school counselors, school districts, group homes, and court attorneys.				<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No		
OTHER UNDERSERVED YOUTH/UNINCORPORATED ELIGIBLE YOUTH POPULATIONS						
<b>Verification Documentation</b>				<b>Documentation Provided</b>		
Does the participant reside in an unincorporated area? Unincorporated area print out in participant file?				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		

PERFORMANCE EVALUATION			
<b>Signed &amp; Dated by Supervisor/Case Manager/Youth</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Date Evaluation was conducted: _____  Date Evaluation was conducted: _____  Date Evaluation was conducted: _____  Date Evaluation was conducted: _____ </div> <div style="width: 45%;"> <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Yes   <input type="checkbox"/> No </div> <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Yes   <input type="checkbox"/> No </div> <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Yes   <input type="checkbox"/> No </div> <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Yes   <input type="checkbox"/> No </div> </div> </div>			Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No Notes:
EXTENSION OF PET			
Life Skills 40 Hour Group Convening was completed on: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No Notes:
INTERVIEW			
The youth has participated in a mock interview on: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A The youth has participated in at least one real interview on: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No Notes:
INDIVIDUAL ASSESSMENT/CONSENT& RELEASE AGREEMENT			
Individual Assessment (IA)	Signed by Youth Dated on or after enrollment date	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
Consent and Release Agreement	Signed by Youth Parent or Guardian if under 18	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
DPSS Language Designation Form (PA 481)	This form was signed by participant and the agency. The original signed form was in participant file.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
WORKSITE EXPECTATIONS REVIEW			
The original signed form is in participants file. The form is signed by the youth The form is signed by the agency staff. The form is signed by the worksite representative.		<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Yes   <input type="checkbox"/> No  <input type="checkbox"/> Yes   <input type="checkbox"/> No  <input type="checkbox"/> Yes   <input type="checkbox"/> No  <input type="checkbox"/> Yes   <input type="checkbox"/> No </div> </div>	Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No Notes:
WORK EXPERIENCE			
W-4 Form	Signed by Youth The original signed form was on file.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
Timesheet(s)/ Time Card(s)	Signed by Youth The original signed form was in participant file. Reviewed by Agency staff to verify compliance of Labor Laws. Issues with whiteout usage? Issues with date alterations? Are changes/corrections initialed? Are daily/total number(s) of hours calculated correctly? Are breaks and lunches taken as directed by Labor Laws?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
REQUIREMENTS MET			
Worksite Agreement Worksite Checklist	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:	
Library Card			
Youth library card in participant file?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:	
Youth Exit Survey			
Youth Exit Survey in participant file?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Comments:	
OVERALL COMMENTS			

CERTIFICATION OF REVIEW	
AGENCY REPRESENTATIVE PRINT NAME:	CSS REPRESENTATIVE PRINT NAME:
SIGNATURE:	SIGNATURE:
DATE:	DATE:

Revised 10/04/16